Message from Paul Jablonski, CEO

I have been in transit my entire working life. I started as a bus driver in Massachusetts and now I am the CEO of one of the best transit systems in North America. Without a doubt, transit is a fantastic career choice. For people who want to work hard in an exciting environment, it provides exceptional growth and advancement opportunities. At the same time, it provides great benefits for you and your family. I invite you to check **www.sdmts.com** often and apply for a career with MTS. You never know where a job in transit will lead you!

Application and resume may be submitted to MTS via:

U.S. Mail

MTS Human Resources Department
1255 Imperial Avenue, Suite 1000
San Diego, CA 92101

Fax

619-234-1047

Email

jobs@sdmts.com

Job Announcement

Bus Operator Training Instructor

As the largest provider of public transportation in San Diego County, and 2009 winner of the American Public Transportation Association's award for Most Outstanding Public Transit System, the Metropolitan Transit System (MTS) is committed to providing exceptional service to the people of the San Diego region.

Every year more than 85 million people ride MTS buses and Trolleys. We have more than 80 fixed-route bus lines and 54 miles of Trolley service. Our fleet of compressed natural gas buses and electric Trolleys allow MTS to be one of the greenest companies in San Diego. As our region continues to grow, there will be a greater dependence on public transportation to help achieve mobility goals. The long-range transit plan for the region envisions several new trolley lines and Bus Rapid Transit lines, some of which will come on line in the next two years. And plans are progressing to expand the Trolley 11 miles from Old Town to UCSD and University Town Center. MTS is one of the most modern and dynamic public transportation systems in North America and we would love for you to help us achieve our goals!

Summary

Under the supervision of the Manager of Training and the Senior Bus Operations Instructor, the Bus Operator Training Instructor is responsible for training the Agency's fixed route Bus Operators. To accomplish this, the position analyzes, designs, develops, implements and evaluates all training programs for new and veteran Bus Operators. The Bus Operator Training Instructor also completes administrative tasks related to the training program, such as schedule coordination, material creation and data collection.

Example of Duties

Essential Functions

- Facilitates new Bus Operator and Maintenance Servicer training in both a classroom environment and in the field, with students driving a bus
- Determines whether bus operator trainees have mastered required skills and met proficiency levels for graduation from the training program
- Ensures that training programs comply with external mandates or regulations and internal procedures
- Designs, develops and effectively delivers objective-driven training curriculum
- Creates slide shows and other learning materials, such as memory aids, posters and flyers, to support training curriculum
- Evaluates all training to measure efficiency and effectiveness using measurable benchmarks, and recommends and implements improvements as needed
- Processes training documentation accurately
- Coordinates the scheduling of the training program and ensure timelines are met
- Corrects and/or reports unsafe conditions or actions to Senior Bus Operations Instructor

Duties may include, but are not limited to, the following:

- Assists in the development of new training programs for staff
- Counsels operators during training and issues counseling letters as needed
- Collaborates with members of other Agency departments
- Perform other tasks as assigned.

The San Diego Metropolitan Transit System is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

Qualifications

Knowledge, Skills and Abilities

Must have the ability to influence and motivate students to achieve their training objectives, apply effective instructional design techniques, speak to large groups with confidence and clarity, and teach students how to operate 40- and 60-foot buses. Possesses knowledge of or the ability to read, learn and understand and apply MTS policies, regulations and labor contract(s), as appropriate. Exercises judgment and discretion in applying and interpreting the policies and procedures of human resources administration. Ability to write letters, memoranda and reports using clear, concise and grammatically correct English; ability to speak clearly, distinctly and effectively in person-to-person or group situations using tack and diplomacy; ability to coordinate and initiate actions necessary to implement decisions and delegate responsibilities to appropriate personnel; ability to establish and maintain priorities in order to complete assignments by deadlines without detailed instructions, ability and skill to verify the accuracy and completeness of forms and reports; proficient in the use of Microsoft Office, including Word and Excel; ability to learn to use existing software and other software that might be acquired.

Physical Requirements

Candidates must be able to perform the physical demands of the job, such as walking, bending, stooping, sitting, reaching for overhead files, and occasional lifting (must be able to lift up to 15 pounds), operating a motor vehicle and performing tasks involving manual dexterity, such as use of a computer and 10-key. Work may at times require more than 8 hours per day and/or irregular hours to perform the essential duties of the position. Duties will be performed primarily in an office-type environment and in the field on a bus. Travel to external agencies may be required.

Experience/Education/ Certificates/License(s)

- Three years of experience developing vocational training materials or equivalent
- Degree or certification in Vocational Instruction
- Possession and maintenance of, or the ability to obtain within six months of hire, a Valid Commercial Driver's License, Class B with Air Brake and Passenger Endorsement

General

Must satisfactorily pass all applicable examinations including, but not limited to, a pre-employment physical and drug screen and a background check.

Salary

$41,512 - $62,268

MTS employees during the filming of a recent commercial.

DISCLAIMER: *The above described job elements are intended to indicate the general nature and levels of work being performed by employees assigned to the job. They are not intended to be an exhaustive list of duties, responsibilities and skills required of employees so classified. Management retains the discretion to add to or change the duties of the position at any time.*